

Instructions to Form UPA-135-RESIGN – Certificate of Resignation of Registered Agent

Filing Requirements									
File Online Today	Paper Filing								
Visit https://cis.scc.virginia.gov to file the certificate of resignation of registered agent in real time. Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Virginia-Registered-Limited-Liability-Partnerships OR https://scc.virginia.gov/pages/Foreign-Registered-Limited-Liability-Partnerships complete, print, and mail or deliver to below address: <table><tr><td>State Corporation Commission</td><td>Courier Delivery Address</td></tr><tr><td>Clerk's Office</td><td>1300 E. Main St, 1st floor</td></tr><tr><td>P.O. Box 1197</td><td>Richmond, VA 23219</td></tr><tr><td>Richmond, VA 23218-1197</td><td></td></tr></table>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Richmond, VA 23218-1197									
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.								

If the registered agent is a business entity, the statement must be executed in the name of the business entity by a person authorized to act on behalf of the registered agent, and the printed name and title of the person signing on behalf of the registered agent must be set forth next to the signature.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with the intent that the document be delivered to the Commission for filing. See § 50-73.83 C of the Code of Virginia.

NOTES

The agency appointment will be terminated on the 31st day after the date on which the certificate is filed with the Commission. See § 50-73.135 F of the Code of Virginia.

Important Information

The statement must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- one-sided
- size 8 1/2" x 11"
- no visible watermarks or background logos

Do not include personally identifiable information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.



State Corporation Commission

Form
UPA-135-RESIGN
(Rev. 08/20)

Certificate of Resignation of Registered Agent

(name of registered agent)

hereby resigns as the registered agent for

(name of registered limited liability partnership)

(registered limited liability partnership's SCC ID #)

☐ The registered office of the registered limited liability partnership is also discontinued.
(MARK THIS BOX IF APPLICABLE)

The above-named registered agent hereby certifies that a copy of this certificate will be mailed by certified mail to the principal office of the registered limited liability partnership on or before the business day following the day on which this certificate is filed with the Commission.

(signature of individual resigning as registered agent)

(printed name)

(date)

OR

(name of business entity resigning as registered agent)

By:

(signature)

(printed name and title)

(date)

NOTICE TO THE ABOVE-REFERENCED REGISTERED LIMITED LIABILITY PARTNERSHIP

The registered agent's resignation becomes effective on the 31st day after the date on which the Certificate of Resignation is filed with the Commission. The law requires each domestic and foreign registered limited liability partnership doing business in Virginia to continuously maintain in this Commonwealth a registered office and a registered agent. The registered limited liability partnership must establish a new registered office and/or a new registered agent by filing with the Commission form UPA-135 (Certificate of Change of Registered Office and/or Registered Agent), which can be filed online in real time at <https://cis.scc.virginia.gov>. A paper copy of the form can be obtained from the Commission's website at <https://scc.virginia.gov/pages/Online-Forms-Request>. If the registered limited liability partnership fails to appoint a new registered agent and, if applicable, establish a new registered office, its statement of registration ultimately will be automatically canceled.